

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
P.O. Box 214405 - 2829 Watt Avenue
Sacramento, California 95821-4405

CAL ARNG Training Circular
No. 20-2

17 December 1987

General
KEY PERSONNEL UPGRADE PROGRAM

1. REFERENCES.

- a. CAL ARNGR 350-2, Overseas Deployment Training.
- b. NGB Pam 350-XX (DRAFT).

2. **PURPOSE.** The purpose of this circular is to prescribe the objectives, policies, procedures, and responsibilities for implementing and coordinating the Army National Guard Key Personnel Upgrade Program (KPUP).

3. **SCOPE.** This circular is applicable to all elements of the California Army National Guard.

4. **OBJECTIVES.** The Key Personnel Upgrade Program provides opportunities to enhance the military expertise of ARNG key personnel through practical experience in their duty specialties. The objectives of KPUP are:

- a. To train Army National Guard soldiers in their current duty specialties through operational mission experience with Active Component counterpart soldiers.
- b. To involve selected Army National Guard soldiers in post-mobilization environments through operational mission training in major JCS exercises.
- c. To promote soldier confidence, increase leadership ability, and enhance mission proficiency in the Army National Guard; and to foster the "Total Army Concept".

5. **PROGRAM GUIDELINES.** a. The primary intent of KPUP is to enhance the capabilities of National Guard soldiers in their post-mobilization mission assignment. KPUP is not authorized for ARTEP evaluators, FTX/CPX umpires, exercise controllers, command terrain walks, conferences, workshops, or continuing education seminars. KPUP training performed ILO Annual Training is not authorized.

b. The following general policy applies to the Key Personnel Upgrade Program and is to be considered as the primary guideline for program implementation and for the qualification, selection, and preparation of soldiers for participation in KPUP training.

(1) All KPUP training within the continental United States (CONUS) is subject to prior approval by CAOT-TO.

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(2) All KPUP training outside the continental United States (OCNUS) is subject to prior approval by NGB. KPUP training in Alaska, Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands is considered as OCNUS KPUP.

(3) Commanders will use the criteria herein to determine the eligibility of individual soldiers nominated to participate.

(4) All Army National Guard personnel who comply with eligibility requirements may participate with the concurrence of their unit commander. Participation in KPUP is entirely at the commander's discretion.

(5) Training under KPUP is subject to the manday limitations of NGR 37-111, Administration of Training Workdays.

(6) Soldiers selected for KPUP training must:

(a) Comply with the standards of AR 600-9, The Army Weight Control Program. (Note in block 41 of NGB Form 102-10)

(b) Comply with AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

(c) Have qualified with individually assigned weapons (and crew-served weapons systems if applicable) IAW AR 350-4, Qualification and Familiarization with Weapons and Weapons Systems, within the year prior to training.

(d) Have passed an Army Physical Fitness Test IAW AR 350-15, The Army Physical Fitness Program, within the year prior to training.

(e) Have a valid Military Identification Card (DD Form 2A or DD Form 2A (RES)) and authorized identification tags.

(f) Possess a valid military driving license, Standard Form 46, and a certified copy of DD Form 348 (if applicable).

(g) Meet immunization requirements of the duty area as provided in AR 40-562, Immunization Requirements and Procedures.

(7) Soldiers selected for OCNUS KPUP training must meet all requirements for overseas deployment IAW CAL ARNG 350-2, Overseas Deployment Training.

(8) Only current DUTY MOS of ASSIGNMENT SSI will be considered for KPUP training eligibility.

(9) Enlisted members nominated for a KPUP training opportunity must be currently assigned and qualified in the duty MOS offered for training.

(10) Officer personnel nominated for a KPUP training opportunity must be branch qualified and currently assigned in the duty SSI offered for training.

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(11) Grade ranges for primary consideration in KPUP training are enlisted grades E5 through E7, and officer grades W1 through O5. No enlisted personnel below the grade of E5 will be approved for OCONUS KPUP except for soldiers in grade E4 who are serving in E5 positions. Participation by officer personnel in grades above O5 requires the direct approval of NGB-ARO-Y.

(12) Soldiers participating in OCONUS KPUP are not authorized to have family members accompany or join them IAW Paragraph 3-2b, Chapter 3, AR 350-9, Overseas Deployment Training.

(13) Soldiers selected for OCONUS training will begin and terminate active duty at home station. All personnel will begin travel on the cited start date and return home on the cited end date unless otherwise specified by NGB. Extensions of OCONUS KPUP training are not authorized without the prior approval of NGB, CAOT-TO, Senior Command, and assigned unit. Personnel may not terminate military status while OCONUS. Delays enroute and termination of military status while OCONUS are not authorized without the approval of the Director, Army National Guard.

(14) Soldiers traveling to and from OCONUS duty in military owned/military controlled aircraft are required to wear the uniform specified on duty orders. Soldiers traveling to and from OCONUS duty in commercial aircraft are required to wear civilian clothing.

(15) A soldier nominated for a training opportunity which requires a security clearance must provide proof that the clearance is held. A copy of the soldier's DD Form 873 should be used and must have the following statement typed on the face of the document: "I certify that this is a true and valid copy." The original signature, rank, and title of the property authority as well as the date signed must follow the certifying statement. Proof of clearance may be hand-carried OCONUS unless otherwise specified by the sponsor.

(16) Soldiers participating in OCONUS KPUP should hand-carry copies of DA Form 2-1, most recent Leave and Earnings Statement (LES), and all medical records. Medical records must contain statements confirming the existence of panoramic X-ray and HIV test results negative (within two years). UNDER NO CIRCUMSTANCES are record originals to be carried by the soldier.

(17) Medical professionals selected to practice in KPUP status are required to submit credentials to the sponsor element IAW Section III, Chapter 9, AR 40-66, Medical Record and Quality Assurance Administration. A copy of all applicable credentials must be received by the sponsor at least 30 days prior to soldier arrival.

(18) All individuals selected for OCONUS KPUP training should take sufficient personal funds for meals, quarters, and transportation to accommodate themselves during their training period.

6. CONUS KPUP. a. **Army-Generated KPUP Opportunities.** Active Army installations will send listings of KPUP opportunities thru command channels to California Army National Guard units. Listings of KPUP opportunities must be received by

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CAOT-TO NLT 45 days prior to the first day of duty. If any CAL ARNG unit receives an Army-Generated KPUP listing that has not been sent thru command channels, a copy of the letter is to be sent to CAOT-TO IAW above suspense.

b. **Unit-Generated KPUP Opportunities.** California Army National Guard units will send requests for CONUS KPUP thru command channels to Active Army commands.

c. The following guidelines will be followed in regards to the processing of requests for CONUS KPUP training:

(1) Requests for CONUS KPUP along with NGB Form 102-10s will be forwarded through channels to reach CAOT-TO NOT LATER THAN 20 days before first day of duty.

(2) Commanders will screen applicants IAW eligibility requirements listed in this circular.

(3) The NGB Form 102-10 will have the following conditions certified in block 41: compliance with AR 600-9; qualification date on assigned weapon; and the date passed last Army Physical Fitness Test (APFT).

(4) Units are responsible for arranging transportation to duty site.

7. **OCONUS KPUP.** a. **Centrally-Managed OCONUS KPUP Opportunities.** An edited listing of the KPUP opportunities received from NGB will be distributed to all Senior Commands and separate units in the California Army National Guard. These lists may be edited further and distributed to unit level. It is suggested that those opportunities which do not provide a benefit to the unit or command be deleted from the list which is forwarded to unit level.

b. **OCONUS Command-Generated KPUP Opportunities.** OCONUS KPUP training opportunities will be submitted to NGB by OCONUS commands. NGB will forward those requests to the TAG of any specific unit identified by the OCONUS command, or to all TAGs when no specific unit is identified.

c. **State-Generated KPUP Opportunities.** TAG may nominate individuals desiring to participate in OCONUS KPUP training by submitting a written request to NGB. After the TAG has submitted the request NGB will coordinate with OCONUS commands to develop a training opportunity.

d. The following guidelines will be followed in regards to the processing of nominations for OCONUS KPUP training:

(1) Nominations for OCONUS KPUP training will be forwarded by DIALCOM, if available, through channels to reach CAOT-TO NOT LATER THAN 60 days before first day of duty. Nominations must contain all necessary information and follow the information sequence in Appendix A.

(2) Commanders will screen applicants IAW eligibility requirements listed in this circular.

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(3) Upon approval by NGB, CAOT-TO will notify Senior Commands (SRCOMs) telephonically, and notify individual by letter.

(4) Upon notification of approval, SRCOMs will request government transportation from USPFO Travel Section, and request NGB Form 102-10 from soldier's unit.

(5) The NGB Form 102-10 will have the following conditions certified in block 41: compliance with AR 600-9; qualification date on assigned weapon; and the date passed last Army Physical Fitness Test (APFT).

(6) Soldier's unit will complete the KPUP Personnel Deployment Screening Verification Statement (Appendix B), and forward through channels to reach CAOT-TO NOT LATER THAN 10 days prior to first day of duty.

(7) USPFO Travel Section will notify CAOT-TO of flight itinerary, and mail tickets to soldier NOT LATER THAN 12 days prior to first day of duty.

(8) CAOT-TO will notify OCONUS sponsor unit of flight itinerary, so that soldier can be met at the airport.

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APPENDIX A
NOMINATION FOR TRAINING OPPORTUNITY

	1ST CHOICE:	2ND CHOICE:	3RD CHOICE:
LINE NUMBERS:	_____	_____	_____
COUNTRY:	_____	_____	_____
CONTROL #:	_____	_____	_____
MACOM HOST:	_____	_____	_____
REQUESTED	_____	_____	_____
MOS/SSI:	_____	_____	_____
REQUESTED	_____	_____	_____
GRADE:	_____	_____	_____
REQUESTED	_____	_____	_____
DATES:	_____	_____	_____

NAME (LAST, FIRST, MI): _____

CURRENT GRADE: _____

SOCIAL SECURITY NUMBER: _____

DUTY MOS/SSI: _____

SECURITY CLEARANCE: _____

HOME ADDRESS: _____

CITY/STATE/ZIP: _____

HOME OR WORK PHONE: _____

NG UNIT OF ASSIGNMENT: _____

UNIT IDENTIFICATION CODE (UIC): _____

STATE POC/AUTOVON: _____

NOTES:

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APPENDIX B
KPUP PERSONNEL DEPLOYMENT SCREENING VERIFICATION STATEMENT

Soldier's Name _____

Soldier's SSN _____

Unit of Assignment _____

Deployment Destination _____

Deployment Departure/Return Dates _____

COMMANDER'S STATEMENT:

I certify that the Service Member (SM) cited above was screened for deployment requirements on the dates indicated below and is in compliance with CAL ARNGR 350-2. (Each verification date must be within 30 days of the projected deployment departure date)

Date
Verified

_____ Soldier has a current negative HTLV-III Screen on file. Date of screen _____.

_____ Soldier's Identification Panoraphic Radiographs are on file at: _____
Location

_____ DD Form 2A, Armed Forces Identification Card (red or green) in possession of individual.

_____ Identification Tague are in possession of individual.

_____ Form PHS-731, International Certificate of Vaccination, required vaccinations/immunizations are current and the certificate is in the possession of individual.

_____ Individual Deployment Orders are in possession of individual.

_____ Security Clearance verification is in the possession of individual (if required).

_____ DD Form 93, Record of Emergency Data, has been verified by the undersigned as current and correct.

_____ VA Form 29-8286, Servicemen's Group Life Insurance Election has been verified by the undersigned as current and correct.

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APPENDIX B (continued)

Date
Verified

_____ Counseling provided for completion of Wills and Powers of Attorney
on _____ (date).

_____ Threat Briefing given to individual on _____ (date).

Commander's Signature

Date

SOLDIER CONSENT STATEMENT

POLICY: California Army National Guard soldiers shall not be required to train outside of the continental United States (OCONUS) without the soldier's consent; no action shall not be employed to obtain consent; consent shall always be in writing; and a soldier may withdraw consent by so notifying the unit commander in writing at least one day prior to the reporting date specified on orders.

CONSENT: I understand the policy stated above and I consent to participate in OCONUS training as stated herein.

Soldier's Signature

Date

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(CAOT-TO)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

ROBERT C. THRASHER
Brigadier General
The Adjutant General

ANDREW W. WOLF, JR.
COL (FA) USA, CAL ARNG
Director, Administration

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